



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
OFFICE OF THE ADJUTANT GENERAL - CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD - P.O. BOX 269101
SACRAMENTO, CALIFORNIA 95826-9101

CARSD-J1

7 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Job Announcement for Health and Benefits Support Specialist – To Support
National Guard Veterans

1. In order to better serve our National Guard members, veterans and their families, the National Guard Bureau has authorized the California National Guard to announce and fill a State Health and Benefits Support Specialist position. This is a national contract position with Skyline Ultd, Inc. and is located at Joint Force Headquarters in Sacramento, California. The objective is to serve as the statewide point of contact and coordinator providing technical support to managers, supervisors, Guard members and their family members as to the benefits and entitlements available through Department of Veterans Affairs. In addition, they will provide technical assistance in resolving entitlements to TRICARE.


2. The National Guard Bureau has stated an objective of hiring qualified Guardsmen because of the experience that they would bring to the position. Desired qualifications include experience with Veteran's Administration and strong administrative skills. Knowledge of maintaining and updating web pages is also helpful but not required. The attached statement of work further explains job requirements, qualifications and benefits.

3. Please disseminate this information to the members of your unit, and encourage all qualified members to apply. Submit applications using OF 612 or a resume that captures all of the items contained in the OF 612. The closing date for submission of employment packets is 15 November 2005. The projected start date is 1 December 2005.

4. Salary and benefits must be negotiated with Skyline Ultd, Inc. and has a base of \$46,321.

5. POC is Mr. Jon Wilson at (916) 854-3409, or email jon.k.wilson@us.army.mil.

Encl
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STATEMENT OF WORK
STATE JOINT FORCES HEADQUARTERS
J-1 DIRECTORATE
HEALTH AND BENEFITS SUPPORT SPECIALIST

1.0 INTRODUCTION

The primary purpose of the Statement of Work is to provide the respective State Joint Forces Headquarters with a DVA Health, and Benefits Support Specialist.

2.0 OBJECTIVE

The objective is to serve as the statewide point of contact and coordinator, and to provide technical support to managers, supervisors, Guard members and their family members as to the benefits and entitlements available through Department of Veterans Affairs and to provide technical assistance in resolving entitlements to TRICARE. The contractor will work with Family Programs all Employer Support organizations.

3.0 TECHNICAL AND SUBJECT MATTER REQUIREMENTS

3.1 Personnel Requirements

The contractor shall provide the State Joint Forces Headquarters with a professional experienced in Department of Veterans Affairs programs and policies, specifically Veterans Health Administration and Veterans Benefits Administration. The Support Specialist will also be knowledgeable on TRICARE programs and policies, pre and post mobilization entitlements/requirements, medical hold over status, ADMME AND TAMP. The Support Specialist will be knowledgeable of Army and Air National Guard statuses and entitlements.

3.2 TASKING REQUIREMENTS

3.2a Provides information and assistance to Guard members and their families in understanding and obtaining benefits and services through Veterans Affairs and the military health system. Coordinates with appropriate Veterans Affairs, TRICARE, Veteran Service Organizations, and other resources to provide required information and assistance. Participates in the mobilization and demobilization process to brief/advise Guard members and their families on available entitlements and information resources. Researches and resolves issues associated with entitlements when Guard members/and or their family members encounter problems.

3.2b Provides advice to the Joint Forces Headquarters and coordinates with Family Support Specialists, Employer Support Groups, regarding entitlements available through Department of Veterans Affairs and other Veterans entitlement and benefit programs.

3.2c Provides basic or preliminary education and training to State Joint Forces Headquarters staff as to the entitlements available through the Veterans Affairs, TRICARE and Veterans Service Organizations. Works with local, state and Veterans Integrated Service Network (VISN) Veterans Affairs personnel to meet education and training requirements.

3.2d Provides monthly reports to the State Joint Forces Headquarters J-1 that identify barriers encountered by Guard members and their families regarding receipt of entitlements and the actions taken to overcome them. Performs periodic analysis of

problems encountered and resolved to determine trends and areas that require further attention.

3.2e Analyzes, interprets and clarifies changes in the various Veterans Affairs entitlements and provides updates to Joint Forces Headquarters Staff and Guard members and their families.

3.2f Coordinates with and assists the State National Guard Military Personnel Offices in identifying/tracking National Guard members who have been wounded/injured while on Active Duty status.

3.2g As required, participates on councils/teams representing organizations and agencies involved in obtaining, and resolving entitlements and benefits issues for National Guard members or their families.

4.0 GOVERNMENT FURNISHED MATERIALS

The Contract Support Specialist will be provided office space, telephone, computer equipment, and normal office supplies as provided for permanent staff. The Contractor will have access to National Guard and DVA material, publications, resolutions, forms, directives, etc. as required to perform program analysis and implementation guidance.

5.0 SECURITY REQUIREMENTS

The contract Support Specialist must secure access to government facilities where Air/Army National Guard work is to be performed.

Nothing in the Contract is to be construed as a personal service. Nothing in this contract is to be construed as performance of inherently governmental functions. In the case of any question or conflict in either of these subjects, the Contractor shall notify the Contracting Officer in writing, with details describing the concern or conflict.

Application Process Instructions for Health and Benefits Support Specialist

1. Application & Resume. Applicants must complete the Skyline application and submit their resume (if they have one available, if not, a bio-sketch will work). The Skyline application is on the website listed below with instructions.

www.Skyline-UItd.com

1. Click on "Employment"
2. Click on "Careers with Skyline"
3. Click on "Apply Now "
4. Click on to "Complete Application"
5. Click on to "open application"- Then print. If the candidate wishes to complete the application on line, suggest they hit the "save to a file" option, so they can complete the application then print the completed product.

Note: The "**Benefits**" are also listed on the website.